

**ABSTRACT**

To make it easier to visually check entries in documents such as multipage business forms, form data is gathered in a file containing a plurality of forms. The form data is read, and then a form on the first page is displayed in a window. Under control of an operator, an item such as an entry on the form to be checked on the first page is displayed with scrolling, and its display area is fixed and stored. When the operator initiates the display of a form on the second page, the window displays the same area as the display area of the form on the first page. It is also possible to display an item to be checked in a central portion of the window or to search a plurality of pages for an item to be checked.